



**To: Intermediary Academy Teams**  
**From: Peggy O'Malley, Director, Indiana School-to-Work**  
**Date: October 16, 2001**  
**Re: Intermediary Academy Communication Letter**

The Indiana School-to-Work Office is hosting an Intermediary Academy on November 28-29, 2001. This memo contains information concerning this Academy. With the excellent content coaches and the wealth of expertise among the teams, this will be a gathering of some of the best and brightest in connecting schools and other youth-serving organizations with workplaces and other community resources. We look forward to working with you on the building of your Intermediary structure.

Enclosed are the following items:

- Academy Purpose and Goals
- Academy Rules
- Pre-Academy Assignment
- Information on Recorders
- Logistical Information on Hotel
- Team Registration Materials

## **ACADEMY PURPOSE AND GOALS**

The purpose of this Academy is to help communities create a structure that sustains School-to-Work in the region, through a School-to-Work Partnership, Youth Council, a Youth Collaborative or other youth-serving structure. Team members should include decision-makers that have the authority and credibility to make decisions for their area. Also, consider the following strategic functions of an intermediary when selecting your team. Intermediaries:

- Convene local leadership,
- Broker and provide services to workplace partners, educational institutions, young people, and the youth serving system,
- Ensure the quality of local efforts, and
- Promote policies to sustain effective practices.

Most of the two days will be spent in individual team planning sessions. Each team will have their own facilitator and suite in which to work. Teams will have the opportunity to invite content coaches into their planning sessions to ask them specific questions based on their planning needs. At the conclusion of the Academy, each team will leave with a written action plan to help guide them in the implementation a sustainable system for connecting work and learning for young people.

## **ACADEMY RULES FOR SUCCESS**

### **1. WORK HARD!**

The Academy is an intensive teamwork exercise, which will require full active participation of ALL team members. Please be fair to your team members and participate in the complete Academy from start to finish.

### **2. PLAY HARD!**

While the Academy experience is intense, it is also a lot of fun!!! The agenda is carefully structured to provide the maximum amount of time for teamwork planning, but also includes opportunities for networking and socializing. The team will get the maximum benefit from the Academy if it sticks with the agenda and process.

### **3. BE PREPARED!**

The Academy model presumes that participants have met at least once as a team before the Academy and have completed the pre-work assignments.

## **PRE-ACADEMY ASSIGNMENT**

Each team must meet at least once before the Academy to discuss and reach consensus on the enclosed Pre-Academy Assessment. Please make every effort to include ALL team members in this pre-work. The more conversation before the Academy, the easier it will be for the team to produce a realistic plan by the conclusion of the Academy. Please return the completed assessment to the Indiana School-to-Work office by Friday, November 16, 2001. The assessment can be emailed (tschulz@dwd.state.in.us), faxed (317-232-1815) or sent back on disk or hardcopy to our office at 10 N. Senate, Indianapolis, IN 26204, to the attention of Terri Schulz.

## **RECORDER INFORMATION**

Each team will be responsible for bringing along a person to act as a recorder and take notes on a laptop during the team times. Ideally, the recorder would not be a team member, as the act of recording will take away from their ability to give input into the planning process. Each recorder must bring a laptop computer.

## **TEAM SIZE**

Team planning generally works best with a team size of between six – eight team members, exclusive of the recorder. Each suite will have a round table with seating for eight, plus a desk for the recorder. If you chose to bring a larger team, there will be plenty of room in the suite, but it may not be possible for all team members to be seated around the table. For several reasons, including, cost of the suites and cost of facilitator time and training, there is a minimum requirement of five members per team.

## **PARTING COMMENTS**

We have enclosed a draft agenda for this event. If you would like additional information, feel free to call or email Terri Schulz (317-233-5663

[tschulz@dwd.state.in.us](mailto:tschulz@dwd.state.in.us)) or Jeff Lander (317-233-0221 or

[jlander@dwd.state.in.us](mailto:jlander@dwd.state.in.us)). The attire for the 2 days is business casual. Please come ready to join in with your team in the hard work and FUN!

We are excited to have you join us in Indianapolis for the Indiana Intermediary Academy.

**Artwork courtesy of the Intermediary Project and Bonfire  
Communications**



## Indiana Intermediary Academy

Adam's Mark Airport - Indianapolis

November 28-29, 2001

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### LOGISTICAL FACT SHEET

<b>Location</b>	<b>The Adam's Mark Airport Hotel - Indianapolis</b> 2554 Executive Drive Indianapolis, Indiana 46241 Phone: (317) 381-6149 or 1-800-444-ADAM Fax: (317) 248-0187
<b>Reservations</b>	<b>Reservations can be made between Oct. 25 and Nov. 9, 2001</b> by calling 1-800-444-ADAM and identify yourself as part of the Indiana Department of Workforce Development Intermediary Academy group to receive the group rate. Reservations made after this time will not be part of the reserved block of rooms and will not get the reduced rate. <b>These rooms are \$79 plus applicable taxes and must be paid by the by the participants or participating team.</b>
<b>Registration</b>	Registration will begin on Wednesday, November 28 at 9:00a.m.
<b>Check-in/Check-out</b>	The hotel guarantees check-in at 3:00p.m. Check-in before this time cannot be guaranteed. Luggage may be stored at the bell stand if necessary. Check out time is noon.
<b>Parking</b>	Free parking is available at the hotel.
<b>Meals and Refreshments Provided</b>	<b>Wednesday</b> - Continental breakfast, lunch, afternoon snack break and hors d'oeuvres <b>Thursday</b> - Continental breakfast, morning break, and lunch



## Intermediary Academy Registration Form

Partnership Name \_\_\_\_\_

### Participant Information

#### Team Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

If team contact is NOT attending the Academy, please circle... NOT ATTENDING

Recorder Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

#### Additional Team Memembers

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

Please fax this completed form to Sarah Damon at (317) 232-1815 no later than 4:30 p.m. on Wednesday, October 31, 2001.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
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Name: \_\_\_\_\_  
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